

Development Applications by Appointment



City of San Jose
Planning, Building and Code Enforcement
200 East Santa Clara Street
San Jose, CA 95113-1905

Para mas informacion,
por favor llame (408) 535-3555

For more information
call (408) 535-3555

City of San Jose
Planning, Building and Code Enforcement
www.sanjoseca.gov/planning

How Does The Appointment System Work?

Since April, 1989, the Department of Planning, Building and Code Enforcement has used an appointment system to accept major development applications. Applicants can arrange a specific time to submit a development application by calling (408) 535-3555. A receptionist will schedule your appointment and tell you the name of the planning technician who will accept your application. The Appointment Desk is open Monday through Friday from 8:00 a.m. to 5:00 p.m.. Next day appointments are usually available. You may schedule an appointment by calling (408) 535-3555.

Which Applications Require An Appointment?

Below is a list of applications that requires an appointment:

- Administrative Permits
- Annexations
- Certificates of Compliance
- Conditional Use Permits/Amendments
- Environmental Clearance
- Fence Variance
- Historic Preservation Permits
- Liquor License
- Lot Line Adjustments
- Permit Adjustments
- Planned Development Permits/Amendments
- Planned Development Rezonings and Prezonings
- Rezonings and Prezonings
- Sign Adjustments
- Single Family House Permits
- Site Development Permits/Amendments
- Special Use Permits
- Tentative Maps/Lot Line Adjustments
- Variances/Development Exceptions
- Williamson Act Contract Cancellation

Each of these application forms states in the instructions that an appointment is necessary to file the application.

Which Application Do Not Require An Appointment?

Minor development applications do not require an appointment and may be accepted Monday through Friday from 8:00 a.m. to 5:00 p.m., including the noon hour. These applications are:

- General Plan Amendments
- Permit Appeals
- Tree Removal Permits
- Zoning Protest

Why Are Applications Submitted By Appointment?

The appointment system allows us to provide the best possible service to our customers who submit development applications.

Under the appointment system, applicants are served by the team which will be processing the development



application. Each processing team has the expertise and responsibility to serve the applicant. As a result, there will be reduced risk of miscommunication or inaccurate information when filing a development application.

We consider major development applications as complex business transactions involving significant amounts of money in fees, consultant expenses and property investments. We believe that appointments are a professional approach to conduct these important transactions. We can provide our best service through prearranged, face-to-face communication with our customers.

The Customer's Responsibility "Help Us To Help You"

While we strive to improve our services, we request that all our customers let us know how we are doing. Your suggestions and ideas for improvement are welcomed and appreciated. If you have written comments, please send them to:

Department of Planning, Building
and Code Enforcement
City Hall Annex, Room 400
200 East Santa Clara Street
San Jose, CA 95113-1905
For additional information, call (408) 535-3555

Preliminary Review

Before filing an application, all applicants of a major development permit are encouraged to submit a concept plan for preliminary review by staff to identify potential concerns early in the process. Planners review each proposal for conformance with adopted development policy such as the General Plan, Zoning Ordinance, and Design Guidelines. The preliminary review may also identify application requirements which are not initially apparent.